

**INSTRUCTIONS FOR COMPLETING REPORT OF
UNCLAIMED OR ABANDONED PROPERTY
DETAIL SHEET (AP-2 FORM)**

Column Entries:

Items of unclaimed property must be identified and grouped by the categories described on the Verification and Checklist form (AP-1), titled by category of property with corresponding and separate pages used for each type of property in alphabetical or numerical sequence by account number. Each page should be totaled and each property type should have its own separate total.

Type of Property:

List category of property to be itemized on the AP-2 form. Please make copies of this page so that each page represents only one NAUPA category / property type.

Account Number / Property ID#:

List the owners account number or other identifying number of each item (i.e.: check number, certificate number, account number, etc.).

Note regarding aggregate property: For refund efficiency, it is recommended that aggregate property amounts be provided for unknown owners only. Account details, when known, should be provided for all owners regardless of the dollar value.

Social Security or Federal ID Number:

Enter the owners Social Security Number/ Federal ID number in this area.

Owner's Information:

- List last name, full first name, and middle initial, if available. List all information which would help with identification, such as Jr., Sr.. Do not include titles such as Mr., Mrs., Ms., etc.
- Corporate titles should be entered exactly as adopted, except the word "the" should be deleted when it is the first word of the title.
- List the complete address, including zip code. If the address is unknown, insert "address unknown" in first line of address information.
- If a single item has two or more owners, the names and addresses of both must be shown, along with the relationship (e.g. "Trustee", "Or", "And", etc.)
- If the owners have the same address, the address may be entered once beneath the names.

Date of Last Contact:

This is the date of the last deposit or withdrawal made by the owner. The date of last contact can also be, for example, the date the dividend became payable, the date a note became payable, the date a check or draft was issued, the date a gift certificate was purchased, etc. If payable on demand, the date the instrument was issued should be used. The date of computer conversion shall not be used as the date of last contact.

Amount Due Owner:

The total value due owner is the amount of cash due the owner of the item, including all interest earned on deposits and without the deduction of any service charges, withholding, escheats fees and/or charges.

Shares Due Owner:

The number of shares due the owner should be listed.

Value of Shares Due Owner:

Enter the dollar value at time of escheat of the shares reported in the previous column.

Total This Page:

Total each column and enter the sum for each column.

Total This Property Type:

This is the total for all owners under a given NAUPA code/property type. The number of owners owed cash property and the corresponding cash amount due should be entered on the applicable line on the AP-1 checklist. The number of owners owed shares and the number of shares due should also be entered on the applicable line on the AP-1 Checklist.

Note: The value of shares due owner should not be entered on the AP-1 Checklist.